



DEPARTMENT OF THE AIR FORCE
435TH AIRLIFT WING (USAFE)

MEMORANDUM FOR ADDRESS E (ALL SUPERVISORS OF LOCAL NATIONAL EMPLOYEES)

The Privacy Act of 1974 as amended applies. This form is For Official Use Only

FROM: 435 MSS/DPCN

SUBJECT: Implementation of Revised Provisions on Local National (LN) Duty Travel;
Appendix R, Collective Tariff Agreement (CTA II) – Germany

1. In July 00, representatives of the Federal Ministry of Finance, the Sending States Forces, and the Labor Unions OETV and DAG reached agreement on the revision of temporary duty travel (TDY) provisions for local national (LN) employees in Germany. Subsequent to the unions' final declaration of acceptance on 30 September 00, the revised provisions of Appendix R, CTA II entered into effect on 1 October 2000. The most significant changes and USAFE implementing guidelines thereto are summarized below:

A. General Provisions:

1. Per definition, the term duty travel now includes participation in educational and vocational training measures, provided the participation is directed by and in the interest of the employing agency.
2. In case of hospitalization during official TDY, employees will be entitled to 50 percent of the full day allowance rate for each day spent in hospital. Night allowance will not be paid.
3. A new provision regarding duty travel on Saturdays, Sundays and German legal holidays has been incorporated.

a. For each day of directed travel on a duty free Saturday, Sunday and/or legal holiday employees will now receive lump sum compensation in the amount of 4 hours' basic pay regardless of the actual travel time. This entitlement will be due to all local national employees governed by the provisions of CTA II, including those in salary groups 9 and 10 or in the special salary schedule (SSS).

b. Travel time compensated in accordance with this provision is not considered actual work time and will not be shown/entered in the LN time and attendance (T&A) report. USAFE Form 832, USAFE Travel Expense Voucher (Germany) will be revised accordingly to allow for the proper documentation of directed and necessary travel on such days. In the interim, the following statement signed by employee and supervisor will be attached to the current USAFE Form 832 to initiate the lump sum compensation, if applicable:

“This is to certify that, in conjunction with the duty travel from _____ through _____, (name of employee) performed official travel on _____ work free Saturdays/Sundays/legal holidays, as directed by the employer.”

“Hiermit wird bescheinigt, daß (Name des Arbeitnehmers) im Rahmen der Dienstreise vom _____ bis _____ auf Anordnung des Arbeitgebers an _____ Tagen Reisetätigkeit an arbeitsfreien Samstagen/Sonntagen/gesetzlichen Feiertagen ausgeführt hat.”

Signature of employee
Unterschrift des Arbeitnehmers

Signature of supervisor
Unterschrift des Vorgesetzten

c. Directing officials must ensure duty travel outside of employee’s regular work hours and/or on duty free Saturdays, Sundays or legal holidays is kept to the absolute minimum, i.e. is scheduled only if required/necessary for the due performance of the official business.

4. Clarification is now provided as to when off-duty travel time of employees who are not drivers is considered work time. This applies if employees are required to drive either their privately owned vehicle (POV) or an official vehicle, and if they transport personnel, goods, or objects in conjunction with their duty assignment, as requested and explicitly approved by the employing organization. The mere carrying along of things such as briefcases, work records/material, or other personally used items do not justify recognition or compensation of actual driving time as work time.

5. The provisions in Para 3. And 4. Above are mutually exclusive, i.e. lump sum compensation for travel on Saturdays/Sundays/legal holidays is not authorized if the travel time meets the criteria of work time, for which payment of the actual hours is to be initiated through time and attendance reporting procedures.

6. The revised version of Appendix R no longer provides for different travel categories based on the individual’s pay grade. Consequently, all LN employees will be entitled to the same travel allowance rates irrespective of their grade.

B. Reimbursement of Travel Costs:

1. The kilometer allowances for use of a POV or motorcycle have been increased from DM 0.42 to DM 0.52 and from DM 0.18 to DM 0.23 per kilometer, respectively.

2. When the employee’s domicile is the designated starting point for the duty travel and/or point of return, the regular costs of the employee’s daily commute between the domicile and the permanent place of duty will no longer be offset against the travel costs. Therefore, unless

mandated by other considerations or operational requirements, the employee's domicile should only be designated as the point of departure/return if the distance to or from the TDY station is shorter than the distance between the employee's permanent duty station and the temporary place of duty.

C. Travel Allowances:

1. The partial day allowance rates R-6 (duty travel of more than 6 up to 8 hours) for one-day duty travel and for duty travel of several days have been abolished. Accordingly, use/entry of pay code 570 for one-day duty travel in the monthly LN time and attendance report is no longer authorized.

2. In line with the deletion of R-6 allowances, the respective provisions in the current USAFE Instruction 36-701 providing for reduced day allowances for duty travel outside Germany of more than 6 up to 8 hours (Attachment 5, Para A5.), are herewith rescinded and payment of such allowances is no longer justified.

3. A transitional provision establishes the entitlement to a compensation payment for employees who, during the period 1 Jul 99 through 30 Jun 00 (reference period), received partial day allowances R-6 (DM 10. -) for one-day duty travel at an average of more than DM 30.- per month. These compensation payment amounts to the average monthly R-6 allowances actually disbursed during the reference period and will be offset against future pay increases resulting from promotion, tariff change, step increase etc. As a special rule, a maximum of 20% of the initial compensation payment may be offset against future general tariff increases. However, this does not apply to tariff increases which are effective prior to 1 April 01.

The Kaiserslautern Administration of Defense Costs (ADC) office provided a list of employees entitled to the compensation payment, based on which this office has already initiated the necessary paperwork on each employee to document the entitlement and to effect the payment.

4. In case more than one duty travel is performed on any one calendar day, the periods of absence from the regular duty station will be totaled to determine the employee's entitlement for a day allowance.

5. Effective 1 Oct 00, the standard day allowance/partial day allowance flat rates for all local national employees are as follows:

One-day duty travel:

Absence of more than 8 up to 12 hours DM 16. -

Absence of more than 12 up to 24 hours DM 27. -

Duty travel of more than one calendar day:

Absence of more than 8 up to 12 hours DM 23. -

Absence of more than 12 up to 24 hours DM 46. -

a. The standard night allowance rate for all LN employees amounts to DM 33.- per overnight stay. However, employees will be entitled to full reimbursement of costs if the documented actual costs of accommodation exceed the night allowance rate, and if higher costs were necessary/unavoidable because adequate lodging at a lower rate was not available.

b. In this context, the definition of non-standard accommodation has changed to now include accommodation in two-bed rooms. More precisely, if cost-free, non-standard accommodation in rooms occupied with more than one person, barracks, huts, or tents is directed by the employer, the employee will be entitled to the full night allowance of DM 33. - per overnight stay.

c. Based on the previous version of Appendix R, employees were entitled to a reduced night allowance of DM 5.- if adequate, cost-free accommodation was provided by the Stationing Forces. With the recent change this provision has been abolished.

d. In case the lodging costs include free meals, the reimbursable amount will be the actual cost per overnight stay reduced by the following percentages of the day allowance rate:

Breakfast = 15 % Lunch = 30 % Dinner = 30 %

D. Former provisions regarding temporary duty allowance for duty travel of longer duration (i.e. more than 30 days) have been deleted.

E. Also, the revised version of Appendix R no longer contains special provisions for Non-US Employees of Civilian Support (CS) units. Consequently, the new provisions will equally apply to CS personnel.

F. The necessary adjustments/changes in USAFE policy and procedures regarding local national duty travel will be incorporated in the forthcoming revision of USAFEI 36-701.

2. Requests for guidance and/or questions pertaining to the revised TDY provisions for LNs in Germany should be addressed to 435 MSS CPF/DPCN, 480-2470.

3. The German versions of the revised appendix R, CTA II as well as implementing instruction are attached.

HERMANN HEIL
Chief, Pers Mgmt
(Non-US Program)